



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

## **VACANCY NOTICE**

### **DIVISION OF FISCAL INTEGRITY AND EFFICIENCIES FINANCE OFFICE**

#### **DIRECTOR, FINANCE OFFICE**

**Salary (Min) \$95,814 (Mid) \$115,536**

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Posting period: July 5 – 19, 2011

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

\*Subject to FTE approval and available funding

**(Position is part of Board of Regents non union staff)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

## DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

**TITLE:** Director, Finance Office

**ORGANIZATIONAL CENTER:** This position is located in the Division of Fiscal Integrity and Efficiencies, and the position reports to the Chief of Fiscal Integrity and Efficiencies.

**GENERAL STATEMENT OF DUTIES:** Incumbent is responsible for planning, developing, managing, and supporting business policies and systems for the efficient and equitable financing of the state's comprehensive Elementary and Secondary educational system..

**LEADERSHIP, MANAGEMENT AND COLLABORATION:** The functions of leadership, management and collaboration are to be integrated so as to achieve both product and process objectives. Teamwork and mutually supportive methods are ascribed as successful outcomes and are necessary for providing high quality service and achieving high standards of performance. Work must be conducted in ways that include and involve those who have a stake in the outcome and must ensure that issues related to equity and special needs are addressed in a comprehensive fashion. The context for this work must be strong advocacy for students and schools and a positive commitment to the role of the Department of Education as a central state level advocate.

**SUPERVISION RECEIVED:** Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results. The Director is subject to an annual performance assessment.

**SUPERVISION EXERCISED:** Facilitates, directs, coordinates and assesses the work of professional, technical, and support staff. Work is reviewed in process, as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Develops budget policies and strategies for the optimum protection, investments, and allocations of the Department's state and federal resources.

Establishes and maintains a procurement system in accordance with State purchasing rules that effectively and efficiently expedites the work of the Department.

Prepares the Department's budget, including tracking and projecting expenditures throughout the fiscal year that incorporates the Department's strategic goals and objectives to ensure a sound financial plan.

Establishes and implements financial information systems to assure accountability and accurate reporting, as well as to provide key state and local stakeholders with adequate and predictable information.

Provides oversight and technical assistance to State schools related to policy and procedure development for the planning, preparation, and monitoring of State school budgets to ensure uniformity throughout the State system.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of applicable Federal, State, and local laws, rules, and regulation

Knowledge of strategic planning, policy development, and resource allocation principles and practices.

Knowledge of accounting and automated financial systems principles and practices.

Skilled in administering large, complex governmental accounting systems.

Skilled in solving complex problems.

Skilled in handling multiple tasks simultaneously.

Skilled in analyzing and interpreting Federal and State statutes and policies, rules and regulations.

Skilled in facilitation of work groups.

Skilled in managing and supervising staff.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Bachelor's Degree in Finance, Accounting, or related field; Master's degree preferred.

**EXPERIENCE:** Five years of management level experience in finance.

**OR:** Any combination of education and experience that shall be substantially equivalent to the above.

**Must have own transportation and be available evenings and occasionally on weekends.**

**Reasonable accommodations can be made for individuals with a disability.**

Date: September 2008